

APPENDIX F-75

SUSPECTED NARRATIVE AUTODIN MESSAGE

1. PURPOSE

To provide a listing of incoming AUTODIN messages which contain a document in the first record that is unmatched to the Document Control Table. The entire message is output with an error message indicating the message may contain narrative data.

2. ORIGIN

This listing is output as a result of processing data entering SAMMS.

3. FREQUENCY

Produced daily during execution of data processes.

4. FORMAT

a. Heading Line: Standard heading. Imbedded in heading line is a field titled SEQ. This field contains a sequentially assigned number indicating the number of times during a calendar year the report has been produced.

b. Data Organization:

- (1) Sequence: Output as processed.
- (2) Number of Lines per Page: Variable.
- (3) Spacing: Double-spaced.
- (4) Page Break: On overflow.
- (5) Required Totals: None.

c. Captions of Data Elements:

(1) RECORD POSITIONS 01-80 - Reflects the 80-position format of the AUTODIN message header and the 80-position format of the document contained therein. Formats of the documents reflected are described in the applicable B appendix for the DIC in positions 1-3.

(2) REJECT OR SPECIAL HANDLING MESSAGES - Will reflect constant message of SUSP NARRATIVE for supply documents.

(3) DAY - Indicates three position numeric Julian day the document was produced

(4) TIME - Indicates four position numeric ZULU time the document was produced.

#### 5. DISTRIBUTION AND RETENTION

Four copies are distributed to the Telecommunications Branch, Office of Telecommunication and Information Systems (OTIS). One copy is retained by the Telecommunications Branch and one copy each is forwarded to Directorates of Supply Operations, Contracting and Production and Technical Operations. The listing may be destroyed after completion of all necessary actions.

#### 6. PROCEDURES FOR REVIEW AND PROCESSING

a. Processing personnel in the Telecommunications Branch will review the list and distribute the listing and accompanying cards to the appropriate office for action.

(1) If the suspected narrative message contains DIC A5\_, Materiel Release Order or DIC A5J, Disposal Release Orders, intended for a collocated storage depot, forward the listing to the collocated depot for processing. The formats for DICs A5\_ or A5J are described in appendices B-7 or B-37, respectively.

(2) If the suspected narrative message contains MILSTRIP A\_\_ series documents and the message is not germane to mechanical processing, forward the accompanying document to OTIS for input to SAMMS processing.

(3) If the suspected narrative message contains MILSTRIP A\_\_ series documents and the message contains data germane to mechanical processing, forward the listing to the Requisition Processing Branch in the Directorate of Supply Operations (DSO).

(4) If the Content Indicator Code (CIC) of the suspected narrative contains HFH, HFG, HFL, HFN, or HFS, forward the listing and related punched documents to the Directorate of Technical Operations.

(5) If the CIC is DCB and the processing DSC is other than DESC, forward the data to DESC for processing in the Personnel Referral System.

(6) If the CIC is NAC and the DSC is other than DCSC, forward the data to MODISCO.

b. Processing personnel in directorates other than DSO will initiate corrective action in accordance with the procedure applicable to the documents reflected.

c. Personnel in the Requisition Processing Branch in the DSO will receive the appendix F-75 listing and accompanying documents and initiate corrective action as follows:

(1) Review the listing and extract the appropriate MILSTRIP requisition data. Prepare the data for input and processing in accordance with the procedures applicable to the DIC reflected.

(2) If the requisition data contains exception data, prepare the requisition for input and retain the source data in accordance with appendix E-515 P.

(3) For other than requisitions containing exception data, the listing may be destroyed upon completion of all data entry actions.

